



AZ Transfer ATF Participation

Yavapai
College

Presentation by:
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AZ Transfer Facilitator

About Us

Yavapai College includes:

- ❖ 39 ATF Programs
- ❖ 50 participants connected to those programs (Leads and Members)
- ❖ 6 Division Deans
- ❖ 2 AZ Transfer Facilitators





Attendance Report

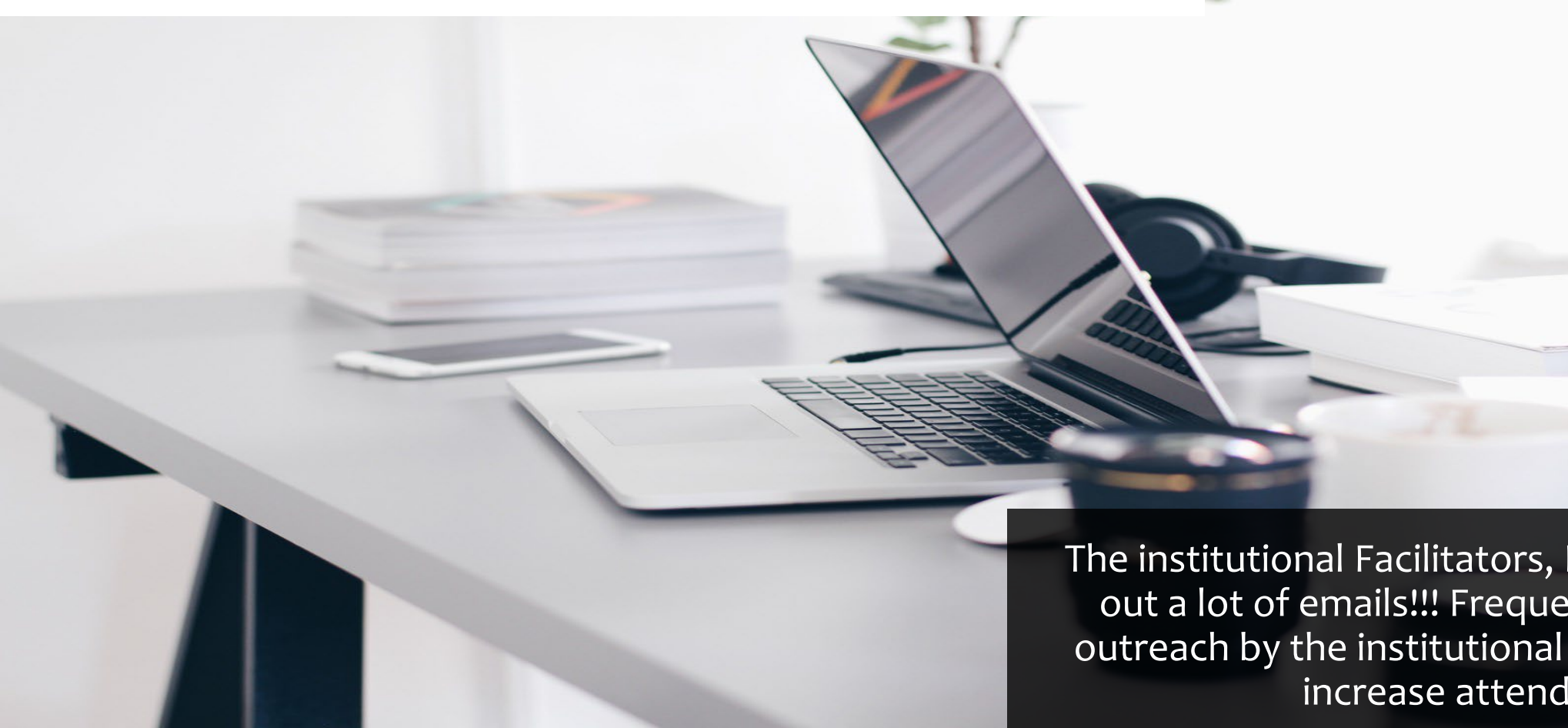
We have improved attendance by 15%!

Attendance rate for 2023-24:
80%

Attendance rate for 2024-25:
95%

Can we get to 100% in 2025-26?

How did we do this?



The institutional Facilitators, Emily and Kim, sent out a lot of emails!!! Frequent reminders and outreach by the institutional Facilitators helped increase attendance.


Monthly ATF Tasks

How did we get ready for the season?



Early in the year:

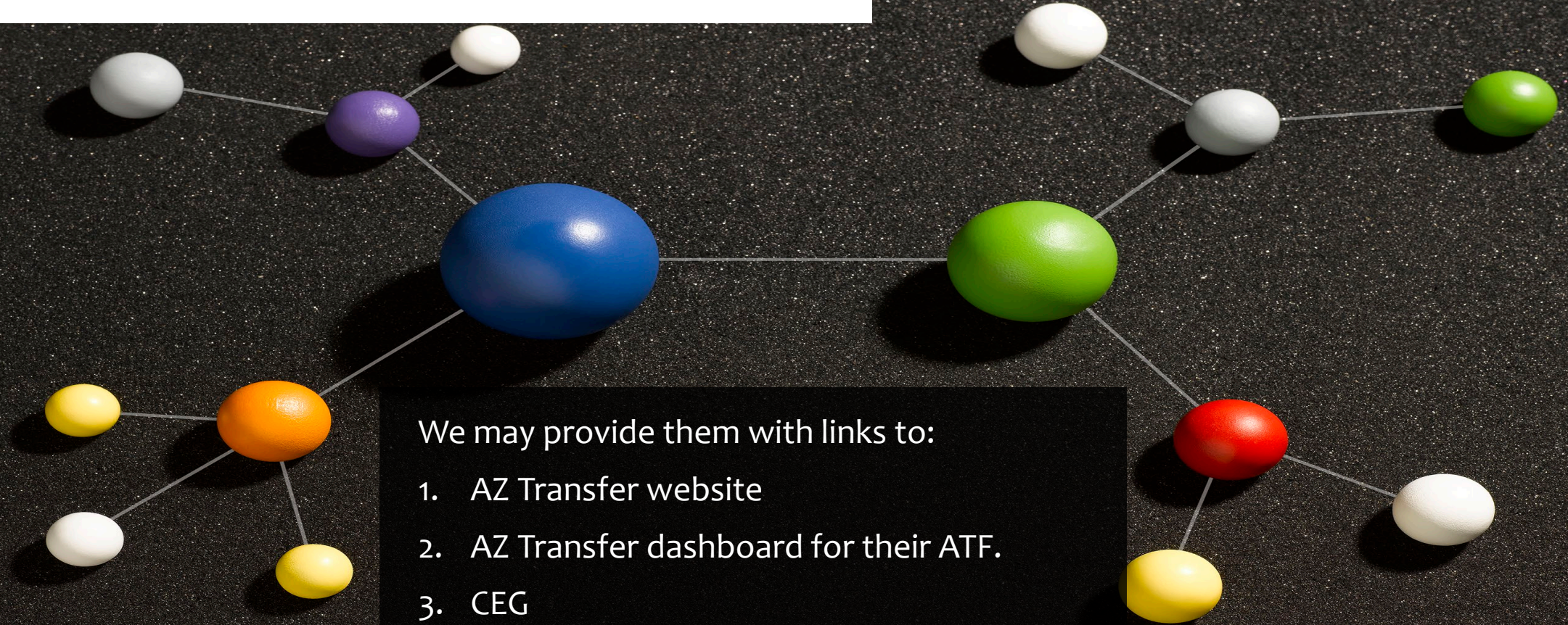
- Communicate and collect department information early.
- Verify ATF representatives for the next season
 - Collaborate with the Division Deans for assignees
- Update the Membership Database immediately



What if there is no representation for a program?

- Alternate members
 - Require alternate members if the Lead will not be present
- Liaison representatives
 - For ATFs that are pending faculty hiring

What did we email?



We may provide them with links to:

1. AZ Transfer website
2. AZ Transfer dashboard for their ATF.
3. CEG
4. AZ Transfer handbook for role definition and responsibilities.

What does an initial email look like?

Hello Mark,

I just wanted to confirm if you will be the Communication representative next year during the 2025-26 AZ Transfer ATF meetings. The ATF Dashboards can be found [here](#). Please let me know if this has been assigned to someone else for AY 2024-25 so I can update the AZ Transfer contact list.

Thank you,

Kim

Follow-up sent two weeks later if no response.....

Good morning Mark,

I just wanted to check in with you regarding the email I sent below. I was wondering if you were still going to be the Communication representative for the AZ Transfer ATF season. If not, please let me know if you have a replacement. I am trying to get the dashboard current for the next ATF meeting cycle. 😊

Thank you,

Kim Howell

What if they are new or the ATF representative is changing?

- Communicate the role to the ATF representative.
- Provide the individual with AZ Transfer links to: the dashboard they represent , CEG, and the AZ Transfer Handbook and Policy Manual.
- Encourage them to review their role for their ATF, information about statewide meetings, and review their dashboard for more specific information about their ATF.
- Inform the representative with specific meeting information.
- Let the individual know who the AZ Transfer Facilitators are for the institution so they can reach out for support if needed during ATF season.
- Any extra information that may be helpful for them to be successful and prepared for their meeting.

Balance information with simplicity. Provide necessary information so they can perform their ATF responsibilities with confidence.

But try not to overwhelm them.....

Monthly ATF Tasks

How did we get ready for the season?



ATF Season Prep:

- Early fall we start communicating information about the ATF season.
- Emails are sent to each ATF representative with dashboard information.
- Collaboration with the Division Deans.
- We provide our information as AZ Facilitators to support ATF representatives with whatever they may need during the season.



What if we are hosting?

We reach out to the ATF Representative who is hosting at YC and ask if there is anything we can do to help them.

We let our supervisor know of upcoming meetings at YC and any meetings we need to facilitate.

Let the season begin!

In-Season Support & Communication:

- Reminder emails
- RSVP checks
- Send emails for ATF Leads to RSVP for their meeting.
- Follow up
- Offer support



What does an initial ATF email look like?

Good afternoon,

Tomorrow marks the official start of the ATF season. Multiple ATFs will be meeting each week. Kim Howell and I are the facilitators for Yavapai College so please reach out to us with any questions, concerns, or issues as you prepare for your discipline's ATF meeting.

The attached RSVP report indicates who has RSVP'd and who has not. If your name is **highlighted**, your RSVP is missing. The RSVP link is provided in the attachment for each ATF.

Please be sure to complete the following:

- RSVP for your ATF meeting as soon as possible, and at least 14 days prior. You will receive multiple emails from me and/or AZTransfer until you submit your RSVP.
- Contact me ASAP if your name is incorrectly listed as a Lead/Member.

You need to RSVP so your attendance is calculated in the ATF Attendance Report for Yavapai College, even if you are hosting or chairing a meeting. I am not aware of any ATF meetings that are being hosted at a Yavapai College campus, but please reach out me if you are.

Finally, thank you for serving in this role! Your participation is crucial in helping transfer students in Arizona. If you have any questions, please don't hesitate to reach out.

If they don't respond.....

We send another email, at least 14 days in advance of their ATF meeting date.

Good morning, everyone! You are receiving this email because your RSVP is still pending for your assigned ATF meeting. Please RSVP for your upcoming meeting ASAP (even if your RSVP will be "no"). If you believe your name is on the ATF list in error, please reach out to me.

Constant Communication

During the ATF season, it is important to keep constant communication with the ATF representatives!

- Include the Deans in communication.

- Check the RSVP report often.

The meeting report: Meeting RSVP by Institution

- Request alternative members
- Proactively Communicate.



Our role as an ATF Facilitator:

Networking and planning

ATF Facilitator Role



Communicate with
ATF Host and Chair:

- Check in
- Offer support
- Meeting details
- Meeting roles

Pre-meeting survey:

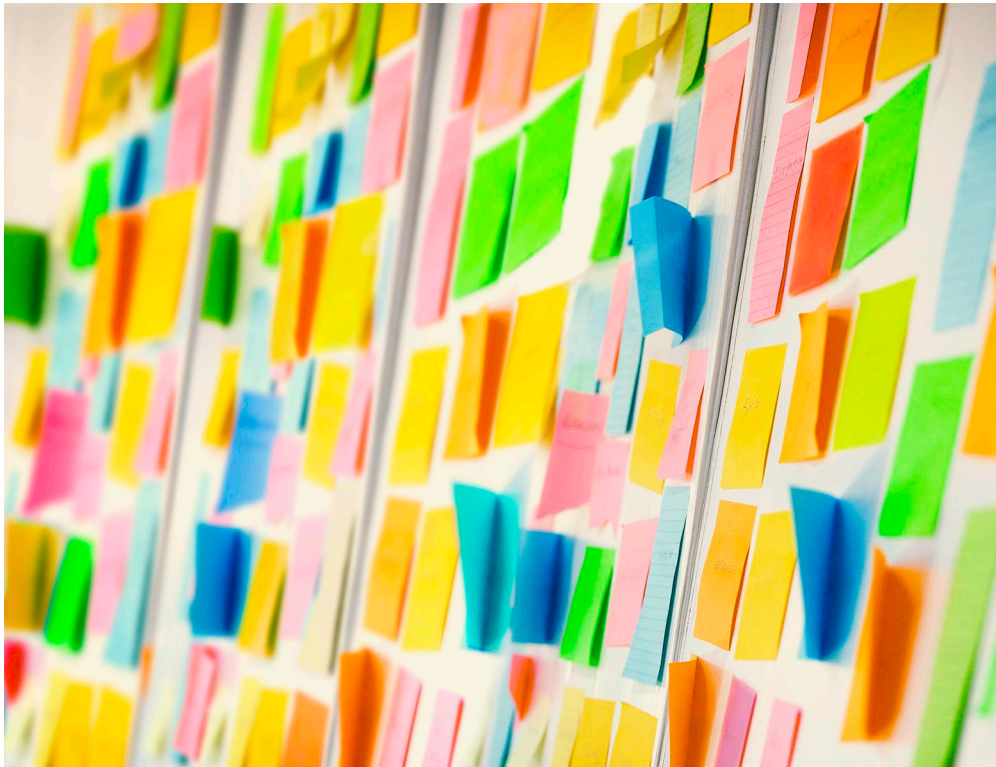
CEG
Exams
Course updates

RSVP Reminders

Post meeting tasks:

- Notetaker communication
- Appreciation
- Follow up with attendees.

Tips and Tricks for a successful meeting



- ❖ Organization
- ❖ Communication
- ❖ Multiple meeting Facilitators
- ❖ Finish the meeting tasks.
- ❖ Follow up
- ❖ Complete dashboard tasks.

Any Questions?

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